

**SIKA-EAST WEEKLY PROGRAM UPDATE**No. 18

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SIKA-East continues its concerted logistical mobilization efforts in Logar, Paktia, Ghazni and Maidan Wardak Provinces. Stability Analysis Tool (SAT) is still in the limelight of SIKA-East activities and IR1 has conducted one-day workshop for USAID Deputy Field Program Managers. SIKA-E COR Jodi D Rosenstein and USAID Field Program Manager from Kunar, Nangarhar, Kabul, Paktika, Paktia, Maidan Wardak and Ghazni provinces. To take stock of the SAT, SIKA-E has circulated the simplified version of the SAT and requested the participants' of the workshop to send their comments in order to be incorporated to the Stability Analysis Tool.

The Provincial Management Unit (PMU) heads and other SIKA-E field staff continued working closely with their Provincial Rural Rehabilitation and Development (PRRD) counterparts and relevant district authorities to ensure quick operational start-up at provincial and district level. Until the procurement process for the pre-fabricated offices is completed, SIKA-E will share the limited office space with PRRD. At the district level, SIKA-E has already secured work space in district government compounds and the minor renovations and procurement of furniture and equipment are ongoing.

To provide support to PMU managers and facilitate their communication and operational cooperation with the Kabul office, SIKA-E Central Support Unit (CSU) designated full-time points of contact for each province. This system will ensure that all field staff receives immediate assistance with purchase and service requests, human resources and other operational and logistics matters that would normally require their presence. SIKA-E developed a Roll Out Tracker to follow progress on the status of each provincial and district office, including office space, renovations, furniture and equipment needs, as well as staffing. The tracker is updated daily based on the inputs from the field and circulated to the management twice a week.

To further enhance mutual cooperation, PRRD representatives participated in all interviews for SIKA-East field positions this week as well and provided constructive and valuable input into the recruitment process for the key positions.

SIKA-E team met on Tuesday with the USAID MISTI representatives to discuss the draft questionnaire for the baseline focus groups and polling survey. Prior to the final submission to USAID, SIKA will revisit the questionnaire and incorporate input from all IRs.

Also this week, M&E staff participated at the Afghan Info training conducted by USAID Afghan Info team. USAID colleagues introduced the new version of Afghan Info to the partners and explained the ways of accessing the website for input. USAID provided the partners with four weeks of time to upload the second quarter report in the new database. The old database is no longer in use.

SIKA-E DCOP and the IR4 team initiated request for consideration that capacity building efforts related to construction project management be initiated before the District Project Portfolio. Following a constructive meeting with National Solidarity Program (NSP) and National Area Based Development Program (NABDP) specialists, the Grants team has finalized SIKA-E draft of the Grant Manual.

The Capacity Building and Gender Director joined SIKA-E and met with all IR units and relevant departments to conduct an initial baseline capacity building and training needs assessment. The findings of the process will lead in development of a "Capacity Building Activities Plan for 2012-2013". Simultaneously, SIKA-EAST will be conducting the code of

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conduct training for all CCN and expatriates staff in the upcoming weeks. In addition, SIKA-E intensified its gender-focused activities. The Gender officer and newly arrived Director met with all IRs to identify “gender focal point” for each IR and department in SIKA-E. The first meeting of “SIKA-Women Cycle” took place with participation of designated gender focal points. The main objective of the working group is to ensure gender is fully mainstreamed in all aspects of SIKA-E. To familiarize SIKA partners, IR1 and Gender unit will conduct an orientation meeting at the MRRD compound with an objective to bring awareness of the program and heavily emphasize the importance of gender mainstreaming in SIKA-E program. With an approval of MRRD, an invitation was forwarded to MRRD, MOWA, IDLG and USAID.

## **PROGRAM LAST WEEK ACTIVITY**

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Below is a list of programmatic activity. The list is sectioned by program area and department. Should you require any additional information on any specific item do not hesitate contact SIKA-East Communications Team at [reports@sikaeast.com](mailto:reports@sikaeast.com).

### **IR1:**

- Reviewed proposals for baseline surveys in 4 pilot districts
- Conducted orientation to Stability Analysis Tool for USAID DFPOs, MRRD, and SIKA staff; distributed curriculum for feedback
- Conducted orientation to Stability Analysis Tool for expat staff
- Shortlisted candidates for 3 remaining District Stability Officer positions
- Planned Stability Analysis Tool orientation for women from MRRD, MOWA, IDLG, and SIKA
- Met with USAID and MISTI to coordinate plans for M&E

### **IR2:**

- Detailed IR2 work plan finalized and shared with Senior Management for approval
- SPC promotion and dissemination strategy outlines is developed
- Document on IR2 mandate fully developed and shared with senior management
- SPC Training module outline developed
- Concerned Central Support Unit Staff briefed on SPC data collection
- Capacity Building activities and needs of IR2 shared with Capacity Building Department

### **IR3:**

- IR3 met with MISTI and discussed the approach of quantifying the impact of stability-related interventions.
- Revised the communications plan and incorporated various inputs from the home office and Kabul staff and the most recent version of this document has been submitted to the SIKA-E management for final review.
- Reviewing District and Provincial profiles
- Evaluated proposals for focus group and polling
- Drafted provincial (Paktia) and district (Wadzha Zadran, Dehyak, Ander) profiles.

### **IR4:**

- DCOP, Grants Unit/IR4 Lead met with NSP and NABDP
  - Finalized a draft of the Grants Manual
  - Reviewed and updated staffing plan for provinces and districts
  - Initiated request for consideration that capacity building efforts related to construction project management be initiated before the DPP
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- Developed and submitted resource requisition list for ESG needs
- Revised project environmental review process
- Researched the use of cell phones with GPS capability for District Engineer

**M&E:**

- Participated in a meeting with USAID MISTI team to revise the questionnaire for polling and survey
- Conducted the Afghan Info orientation for the operation units, including Finance, HR, and Procurement.

**CSU:**

- Participated in the interview of district and provincial engineers for Logar province.
- Developed the SIKA-EAST provincial roll out tracker.
- Meeting with Gender/capacity building director and updated her on CSU roles.
- CSU had meeting with IR2 regarding data collection for developing database for the concern department.

**Capacity Building and Gender:**

- The new Director joined the Capacity Building and Gender Unit
- Conducted meeting with all IR units and relevant departments to conduct an initial baseline capacity building and training needs assessment
- The newly recruited senior capacity building officer joined the department
- Conducted needs assessment from all IRs
- Ongoing review of communication training module for IR3
- Ongoing review of community development training module for IR4

**Field Activities:**

**Ghazni Province:**

- The PMU head met with Haji Fazl Ahmad Tolwak Deh Yak District Governor and briefed him about SIKA-E program. The DG offered his support and pledged to provide office space for the DSU team in Deh Yak district of Ghazni Province.
- Profile of DDA members for Andar and Deh Yak district is consolidated



**PRRD and PMU staff meeting with Ghazni Provincial authority**

**Paktia Province:**

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- Newly assigned PMU head to Paktia Province met with PRRD director and introduced the program

**Maidan Wardak Province:**

- The PMU head had travel to Sayedabad, Nurkh and Chak districts to discuss the DSU office space with the District Governors; fortunately, in all three districts the DGs provided office space for the DSU team.
- Refurbishment estimation cost of the three DSU offices have been collected and are under process with procurement department.
- Purchase request for the PMU office is under process.

**Logar Province:**

- Stability program officer and district Engineer for Baraki Barak district have been interviewed and the recruitment is under process.
- Baraki Barak DG has been met and he has agreed and rendered three rooms office to the PMU head and plan is made to refurbish the DSU office and make it functional by end of April 2012.
- More information in reference to the SPC has been collected and compiled.

**Administration:**

**HR:**

- 1 person hired in this period (0 AECOM, 0 OSC, 0 IRD and 1 Ti) total hired 1.  
AECOM total = 1
- Vacancies under process with AECOM (35)
- Vacancies under process with OSC (9)
- Vacancies under process with IRD (24)
- Vacancies under process with Ti (2)
- Total vacancies under process (70)

**Procurement and Maintenance:**

- Finalized PMU and DSU furniture and other required equipments list
- Created PR for PMU offices furniture
- Completed 35 maintenance work orders
- De-Tagging & Bar-coding 62 mobile phones
- Updating mobile phones adjustment into property book and IML
- De-Tagging & Bar-coding logistics department custodial items
- Adjustment of tiny discrepancies into Property Book

**PROGRAM NEXT WEEK ACTIVITY PROJECTION**

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PROGRAM

IR1:

- Finalize Stability Analysis Tool curriculum and submit to USAID and MRRD for approval
  - Conduct orientation for women from MRRD, IDLG, and MOWA
  - Train facilitation team, including MRRD personnel from the districts
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- Interview candidates for district-level Stability Officers
- Coordinate with MRRD to finalize evaluation criteria for facilitators

IR2:

- Set up a mechanism of activities coordination with IR4 for DPP implementation process
- Budget allocation and breakdowns for IR2
- Draft IR2 Training and traveling schedule.
- Finalize the SPC content with USAID
- Prepare First Draft of Training Module
- Finalize draft of SPC dissemination and promotion strategy with SIKA Management.

IR3:

- Reviewing District and Provincial profiles
- Meeting with MRRD Media and communication section
- Conduct training in OneSource for IR3 staff.

IR4:

- Conduct interviews for Kabul-based staff and district grants officers
- Engineering Unit will meet with MRRD engineering counterparts
- Complete interview/evaluation process for Logar Provincial Engineer
- Begin review of MRRD/NSP standard plans for rural infrastructure projects
- Begin review of existing, infrastructure related, capacity building modules

M&E:

- Revise the Afghan Info presentation according to new changes and modification added by USAID.
- M&E will work with the training department to finalize the training manual.

CSU:

- Translation of AECOM code of conduct in to Pashto.
- Interview of Gender/capacity building officer.
- Updating the provincial roll out tracker.

Capacity Building and Gender:

- Conduct interview of short listed candidates for senior capacity building officer
- Continue reviewing communication training modules
- Develop an efficient filing system
- Continue working with ICT in development of service provider data base for Capacity Building

GENDER:

- Planning for SIKA/Gender orientation meeting at MRRD
- Initiation of “SIKA-E Women Circle” working group
- Planning and facilitating of AECOM code of conduct for all national staff in Kabul
- Coordinate and conduct SIKA/Gender orientation meeting at MRRD
- Participate in recruitment of gender officer for CSU
- Meeting with MRRD gender focal point
- Meeting with MOWA gender focal point
- Meeting with IDLG gender focal point

Operations and Maintenance:

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- De-Tagging and Re-Bar-coding project assets
- Reviewing all GDRs and Service Receipt Forms
- Receiving and inspection of newly purchased assets
- Labeling and recording newly purchased assets
- Bulk Property Creation into OneSource Property Book for newly purchased items
- Tracking, updating, reviewing assets issuance, retrieval and movement
- Preparing assets for those people who will joining the project
- Service of 30KVA generator for Logar PMU office
- Move the laundry room from guest house # 2 to guest house #1
- Install split units in CSU, engineering, reception offices
- Complete fuel consumption report for the month of April 12

Field Offices:

Ghazni:

- Finalization of the Service Providers Catalogue (SPC)
- Estimation of the cost for repair of the Ander and Deh Yak districts office buildings for accommodation of the SIKA-E district based staff.

Maidan Wardak:

- DSU Offices renovation at Nurkh, Sayedabad and Chak districts
- Participation in various PMU and DSU staff interviews
- Follow up with HR & different IR's PMU staff recruitment issues
- Follow up PMU and DSU offices equipments with operation and procurement

Paktia:

- Establishment of PMU office in Paktia province and coordinate with HR for staff recruitment.

Logar:

- Follow up with procurement for office refurbishment in Baraki Barak district.
  - Coordinate with IR2 for completion of SPC.
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